

Illinois Community College Board

336th Meeting Agenda and Materials

Work Session

September 20, 2002
9:00 a.m. - 3:00 p.m.

Illinois Community College Board Office
Lincoln Land Community College Campus
Workforce Center Classrooms 2 & 3
2450 Foundation Drive
Springfield, Illinois

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Agenda
336th Meeting of the
Illinois Community College Board

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2450 Foundation Drive
Springfield, Illinois

September 20, 2002
9:00 a.m. - 3:00 p.m.

	<u>Page</u>
1. Roll Call and Declaration of Quorum	--
2. Announcements and Remarks by Edward T. Duffy, Chair	--
3. Remarks by Joseph J. Cipfl, President/CEO	--
4. Consent Agenda	
4.1 Minutes of the June 14, 2002 Meeting	1-14
4.2 Illinois Community College Board Appointments to the Joint Education Committee	15
4.3 New Units of Instruction	16-23
4.4 Illinois Community College System Results Report- Fiscal Year 2002	24-25
4.5 Certification of Eligibility for Special Tax Levy (Chapter 12, Paragraph 3-14.3)	26-28
4.6 Proposed Illinois Community College Board Rules Concerning Lincoln's Challenge Scholarship Program	29-31
5. Executive Session	--
6. Work Session	--
7. Adjournment	--

Agenda Item #4.1
September 20, 2002

UNAPPROVED

Minutes of the 335th Meeting of the
Illinois Community College Board
June 14, 2002
Crowne Plaza Hotel
Governor's Room
Springfield, Illinois

At 8:45 a.m., awards for Excellence in Workforce Development were presented to Black Hawk College, Kennedy-King College, and Moraine Valley Community College and awards for Excellence in Leadership and Core Values were presented to Kaskaskia College, Lake Land College, and Oakton Community College.

Joan Athen was introduced to the Board as U.S. Education Department advisor on issues affecting two-year institutions.

A national Leadership and Core Values Institute will be held on June 30-July 3 at the Chicago-Downtown Marriott. Rushworth Kidder is a keynote speaker.

Sarah Hawker introduced Tony Scillia and Tony Williams, officials of the Department of Corrections Training Academy, in acknowledgment of DOC's partnership with the workforce preparation initiative of the Illinois Community College Board. Director Scillia addressed the Board. Joe Cipfl responded that a statewide universal associate degree is being considered for DOC employees.

Item #1 - Roll Call and Declaration of Quorum

Chairman Duffy called the meeting to order at 9:20 a.m. Roll call was taken with the following members present: James Berkel, Edward Duffy, Inez Galvan, Laura Godwin, Joseph Neely, Martha Olsson, Delores Ray, and Edward Welk. Judith Rake, Gwendolyn Rogers, James Zerkle and Dawood Nagda were absent.

Item #2 - Announcements and Remarks by Edward T. Duffy, Chair

Chairman Duffy commended the Department of Corrections for its strong leadership and for its partnership with the Illinois Community College System.

Mr. Duffy reported on recent events in the Illinois General Assembly and its actions which affected the community college system's budget for 2003. Chairman Duffy commended the community college system colleagues for their support.

Agenda Item #4.1
September 20, 2002

Chairman Duffy introduced and welcomed Edward J. Welk as a new member of the Illinois Community College Board, effective June 1, 2002.

Item #3 - Recognition of Lee H. Walker for Service to the Illinois Community College Board

Chairman Duffy read a Resolution to honor Lee H. Walker and presented a plaque to Mr. Walker in recognition of his support to the Illinois Community College System.

Laurna Godwin made a motion to approve the following Resolution which was seconded by Inez Godwin:

We, the members of the Illinois Community College Board, express our abiding gratitude to Lee H. Walker for his exemplary service to the students, parents, taxpayers, and the entire community college system during his twelve years on the Illinois Community College Board.

Mr. Walker's service extends over a period of unprecedented growth and change in the Illinois Community College System. His thoughtful voice, his hard work, and dedication to his position as a member of the ICCB have earned him the respect of his fellow Board members and the admiration of those working in the state's community colleges. Mr. Walker has been a dauntless advocate of students and of the securing of funding necessary for community colleges to properly serve their communities.

Mr. Walker has brought a wealth of experience to the Illinois Community College Board. His membership on the Chicago State University Foundation Board of Directors and on the Board of Trustees of the University of the Orange Free State Foundation (South Africa) has been a ready resource for the entire Board and its staff, especially in his service as the ICCB liaison to the Illinois Community College System Foundation. Through his service to the Board as a member of the ICCB Committee on Leadership and Core Values and the ICCB Committee on Substance and Alcohol Abuse Prevention, he has been a guide for and proponent of the role community colleges play in fostering ethical behavior and decision-making. As the ICCB liaison to the Midwestern Higher Education Commission, Lee has provided insight and advocacy that strengthens the position of community colleges on a statewide and regional basis.

We especially appreciate Lee's leadership style. He sets the example for all Board members for the thorough preparation, discipline, and focus he has brought to the Illinois Community College Board. His support and encouragement of the Board's staff have reinforced the professional respect he has garnered over the course of his term on the ICCB.

Agenda Item #4.1
September 20, 2002

The Illinois Community College Board and the entire higher education community have benefitted from Lee's experience, knowledge of the education system, and the advocacy for excellence in educational delivery that every Illinois student deserves.

We, the members of the Illinois Community College Board, salute Lee H. Walker for his strength of character, his public spiritedness, and his commitment to the Illinois Community College System and the people of the State of Illinois.

The motion was approved by unanimous voice vote.

Item #4 - Recognition of Keith R. Sanders for Service to Illinois Higher Education

Chairman Duffy presented a plaque to Dr. Keith R. Sanders in recognition of his service as Executive Director of the Illinois Board of Higher Education and in acknowledgment of his retirement in May 2002. Dr. Sanders addressed the Board.

Item #5 - Election of Illinois Community College Board Vice Chair for Fiscal Year 2003

James Berkel made a motion, which was seconded by Laurna Godwin, to nominate Joe Neely as ICCB Vice Chair for Fiscal Year 2003. The motion was approved by unanimous voice vote. Mr. Neely accepted the reappointment.

Item #6 - Illinois Community College Board Appointment to the Midwestern Higher Education Commission

Chairman Duffy appointed Martha Olsson to serve as the ICCB's representative to the Midwestern Higher Education Commission.

Inez Galvan made a motion, which was seconded by Laurna Godwin, to approve the appointment of Martha Olsson. The motion was approved by unanimous voice vote. Ms. Olsson accepted the appointment.

Item #7 - Committee Reports

Item #7.1 - Adult Education Transition Committee

James Berkel reported that 120 proposals for adult education funding for fiscal year 2003 are currently being reviewed by ICCB staff, the Secretary of State's Literacy Office, and the Department of Human Services. Funded programs and allocations will be announced after the Governor signs the budget.

Agenda Item #4.1
September 20, 2002

The GED Illinois Online system is being finalized and plans will be announced at the Adult Education and Family Literacy Administrators Retreat on August 8, 2002. ICCB staff and Illinois Department of Employment Security staff are developing cross training sessions for Adult Education and Family Literacy and One Stop Career Center personnel.

There was a final net reduction of \$1,784,857 for fiscal year 2003 in federal and state funding for adult education and family literacy.

Mr. Berkel reported that due to the recent establishment of an Adult Education Funding Study and taking into consideration Goal #3 of the *Promise for Illinois*, the Adult Education Transition Committee is requesting that they be allowed to function as a committee for an additional year. The target date for completion of the funding study is April 2003. Chairman Duffy responded that no action would be required of the Board, and he encouraged the Committee to remain in tact. Laurna Godwin reported that Jim Berkel would continue as Committee Chair.

Jim Berkel also reported that on June 30, 2002, Sue Petrilli will retire as ICCB Senior Director for Adult Education. Mr. Berkel commended Ms. Petrilli for her commitment and leadership in adult education.

Item #7.1.1 - Adult Education and Family Literacy Funding Study

Joe Cipfl reported that on May 17, 2002, the Illinois Community College Board acted to establish a special committee to examine the methodology used to allocate state and federal adult education and family resources to programs that qualify to receive funding. Dr. Cipfl reported that providers consist of the Illinois community colleges, community-based organizations, secondary schools, and regional offices. Dr. Cipfl reported on the role and function of the Adult Education and Family Literacy Funding Study Committee.

The committee will begin meeting this summer, and final recommendations will be made in the spring of 2003.

Joe Cipfl also commended Sue Petrilli for her leadership in the administration of the Adult Education and Family Literacy initiative.

Item #7.2 - Budget and Finance Committee

Martha Olsson reported that the Budget and Finance Committee met this morning and reviewed financial statements, as well as state general funds, ending June 30. Also discussed were the 2003 office budget issues. Of particular interest was the growth in the Career and Technical Education program, the decrease in state general funds, and the second year of the Adult Education and Family Literacy program.

Agenda Item #4.1
September 20, 2002

Agenda Items 7.2.1a, b, and c are annual items brought to the Board for approval and the committee recommends them to be approved at this time.

Item #7.2.1 - Fiscal Year 2003 Illinois Community College Board
Office Operations

James Berkel made a motion, which was seconded by Inez Galvan, to approve the following motions:

Item #7.2.1a - Contracts for the Illinois Community College Board

The Illinois Community College Board hereby approves the following fiscal year 2003 contractual agreements:

<u>Vendor</u>	<u>Purpose of Contract</u>	<u>FY 2003 Estimated Annual Cost</u>
Illinois Community College System Foundation (<i>renewal</i>)	Rental of Office Space (6 mos.)	\$108,720
Lincoln Land Community College (<i>renewal</i>)	Rental of Office Space	\$49,963
Dougherty, Bridget (<i>renewal</i>)	State Legislative Services	\$45,000
Adult Education (<i>renewal</i>)	Data System Consultant	\$44,000*
Adult Education (<i>renewal</i>)	Regional Technical Assistants/Evaluator (2 Personnel Contracts)	\$68,000*
Career and Technical Education	Regional Technical Assistants (3 Personnel Contracts)	\$102,000*

*Contract will not exceed the listed amount.

Item #7.2.1b - Authorization to Enter into Interagency Contracts/ Agreements

The Illinois Community College Board hereby authorizes its President/ CEO, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2003.

Item #7.2.1c - Authorization to Transfer Funds Among Line Items

The Illinois Community College Board hereby authorizes its President/CEO to transfer funds among fiscal year 2003 appropriated operating line items.

Agenda Item #4.1
September 20, 2002

The motion was approved by unanimous voice vote.

Item #8 - President/CEO's Report

Joe Cipfl expressed appreciation to the Illinois community colleges for their support of actions by the Illinois General Assembly as they affect the community college system for fiscal year 2003. Dr. Cipfl reported on the Governor's budget message delivered on Memorial Day and how the Governor planned to address the budget shortfall. The Illinois Community College System was impacted with cuts of 1 percent reduction in base operating grants and 1 percent reduction in equalization. Line items stricken were special initiative grants, leadership and core values, and special populations grants. Also stricken was the fifth year award for the Illinois Student Assistance Commission's (ISAC) Monetary Award Program. ISAC will conduct hearings the latter part of June regarding necessary changes and modifications. ICCB staff and system officials will participate in the hearings.

Board of Higher Education HECA grants have been reduced from \$13 million to \$5 million.

Budget reductions at the Department of Commerce and Community Affairs, the Illinois State Board of Education, and the Illinois Board of Higher Education will have a direct impact upon dollars and grants formerly distributed to the community college system.

Dr. Cipfl commended ICCB Vice President for External Affairs Tom Ryder for his efforts in this past legislative session.

The City Colleges of Chicago received a special appropriation of \$5 million. An additional \$5 million was awarded to the remaining districts.

Dr. Cipfl reported on the status of capital funding for the community college system. The capital appropriation of \$50 million has been sustained throughout this budget session allowing for the continued planning for the removal of temporary facilities on community college campuses.

Addressing the trustees luncheon today are Rod Blagojevich, Democrat candidate for Governor, and Carl Hawkinson, Republican candidate for Lt. Governor.

Dr. Cipfl commended the Trustees Association and its work on behalf of community colleges. Acknowledged were past president Lin Warfel, current president Rich Anderson, Executive Director Gary Davis, and Director of Government Relations Michael Monaghan.

Joe Cipfl welcomed Edward J. Welk to the Illinois Community College Board membership.

Item #9 - Legislative Report

Item #9.1 - State Legislative Report

Tom Ryder reported on the fiscal year 2003 state budget issues and the affects on the Illinois Community College system.

Chairman Duffy read House Resolution 869, which was introduced by Representative Moffitt, that “resolves that community colleges in the State of Illinois and the Illinois Student Assistance Commission continue to work together to enhance the educational opportunities to Illinois men and women and that the Illinois Community College Board and the Illinois Student Assistance Commission hold meetings to discuss recommendations for improving the accessibility for postsecondary education for Illinois students and families.” Tom Ryder stated that this Resolution will be monitored.

Item #9.2 - Federal Legislative Report

Tom Ryder reported that there is a proposal before Congress to create a super waiver which is equivalent to a block grant in which several different current funding categories are put into one appropriation. The Carl D. Perkins money has been excluded, but adult education funding is still a part of the proposal. This issue will be monitored throughout the remainder of the year.

The Board received a *Legislative Report as of June 14* for information and review.

Legislation that would require the posting of board meeting agendas and approved minutes on community college websites has passed both houses and now awaits action by the Governor.

Item #10 - Status Report of Plan for Enhancing the Role of Community Colleges in Teacher Preparation/Quality

ICCB Executive Vice President Virginia McMillan reported on the three goals which were adopted by the ICCB in December 2000 to guide implementation of a plan to enhance the role of community colleges in teacher preparation.

Senior Director for Program Planning and Accountability Carol Lanning gave a status report on the accomplishments to date for teacher preparation. Among the efforts were an Education Summit hosted by Governor George Ryan in November 2001, and a conference titled “Quality Teachers for All Illinois Students: The Future Role of Community Colleges in Teacher Preparation” in March 2002. Other activities and initiatives were reported to the Board as they relate to the established goals.

Agenda Item #4.1
September 20, 2002

Item #11 - Consent Agenda

Delores Ray made a motion to approve to approve the following items on the Consent Agenda, which was seconded by James Berkel.

Item #11.1 - Minutes of the May 17, 2002 Meeting/Work Session

The Illinois Community College Board hereby approves the minutes of the May 17, 2002, meeting as recorded.

Item #11.2 - Review of Executive Session Minutes

The Illinois Community College Board hereby determines that minutes of its executive session held on June 15, 2001, are available for public review. No additional minutes of executive sessions remain confidential. The next review of executive sessions minutes will be made on January 17, 2003.

Item #11.3 - Illinois Community College Board Fiscal Year 2004 Calendar of Meetings

The Illinois Community College Board hereby adopts the following fiscal year 2004 calendar of meetings.

Fiscal Year 2004

July 18, 2003	(Subject to Call)
September 19	9:00 a.m. - ICCB Office, Lincoln Land Community College, Springfield (Work Session)
October 17	9:00 a.m. - Danville Area Community College, Danville (Business Session)
December 5	(Subject to Call)
January 16, 2004	9:00 a.m. - ICCB Office, 401 E. Capitol, Springfield (Work Session)
February 20	9:00 a.m. - William Rainey Harper College, Palatine (Business Session)
May 21	9:00 a.m. - ICCB Office, James R. Thompson Center, Chicago (Work Session)
*June	9:00 a.m. - (Day and Springfield location to be determined) (Business Session)

* June meetings of the Board are held in conjunction with the ICCTA and the Presidents Council

Item #11.4 - Illinois Community College Board Policy Guidelines for Restricted Grant Expenditures and Reporting Effective July 1, 2002

The Illinois Community College Board hereby approves the externally attached policy guidelines for restricted grant expenditures and reporting and authorizes its President/CEO to implement the policy guidelines effective July 1, 2002.

Item #11.5 - Illinois Community College Board Administrative Rules for Foundation Matching Grant Funds (Initial Approval)

The Illinois Community College Board hereby adopts and initially approves the following amendments to the *Administrative Rules of the Illinois Community College Board* and authorizes its President/CEO to process these amendments in accordance with the Illinois Administrative Procedures Act.

SUBPART F: FINANCE

1501.523 Foundation Matching Grants

- a) An eligible community college foundation, as referred to in this subsection, is defined as a 501c3 entity formed to benefit a community college district, students, and taxpayers of a community college district as provided for in the Public Community College Act and meets the criteria to receive an award as provided for in these rules. A foundation shall establish its eligibility by submitting a copy of its articles of incorporation (the first year of application only), a copy of its most recent signed federal 990 tax return and a copy of the foundation's most recently completed external audit with the other components of an application.
- b) Requests for foundation matching grant awards (herein referred to as challenge grants) must be submitted in a format prescribed by the ICCB no later than December 1 of each year.
- c) Each community college foundation shall have the opportunity to apply for a \$25,000 challenge grant. The award amount shall be prorated to a reduced amount if sufficient funds are not available in the state's Academic Improvement Trust Fund to provide an initial grant of \$25,000 to those eligible foundations that submit an application no later than December 1.
- d) In order to be eligible to receive a challenge grant, the community college foundation board must establish, as part of the application process, that the foundation board has:
 - 1) established an academic improvement trust fund as a depository for private contributions and awarded challenge grants, and

Agenda Item #4.1
September 20, 2002

- 2) \$3 of local match available (contributions received after July 1, 1999, for the purpose of matching the state challenge grants) for each \$2 of state funds, and
 - 3) raised a minimum of \$10,000 from private sources and the contributions must be in excess of the total average annual cash contributions made to the community college foundation in the three fiscal years before July 1, 1999 (fiscal years 1997, 1998, 1999).
- e) Any unmatched excess funds remaining in the state's Academic Improvement Trust Fund, on April 1st of the fiscal year in which an appropriation is received, for community college foundations after the award of the initial \$25,000 challenge grants will be available for matching by any community college foundation. No community college foundation will receive more than \$100,000 in challenge grants in any one state fiscal year.
- f) The community college foundation board is responsible for determining the use of the proceeds of the challenge grants and such uses may include 1) scientific equipment, 2) professional development and training for faculty, and 3) student scholarships and other activities appropriate to improving the quality of education at the community college. The community college foundation may not use the proceeds of the challenge grant for a capital campaign or program.
- g) Each community college foundation receiving grant funds shall file a report with the ICCB in a format prescribed by the ICCB detailing how the funds were utilized within 60 days of the foundation's fiscal year end and submit a copy of the external audit of the fiscal year just ended as soon as it is completed.

Item #11.6 - New Units of Instruction

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

PERMANENT PROGRAM APPROVAL

Black Hawk College

- Emergency Medical Technician (EMT)-Paramedic Certificate (46 Credit Hours)

Illinois Valley Community College

- Horticulture A.A.S. degree-Landscape Management Option (64 semester credit hours)
- Horticulture A.A.S. degree-Floriculture Option (64 semester credit hours)

Kaskaskia College

- Culinary Arts A.A.S. degree (64 semester credit hours)
- Advanced Cooking Certificate (45 semester credit hours)

Agenda Item #4.1
September 20, 2002

Richland Community College

- HVACR A.A.S. degree (64 semester credit hours)
- Refrigeration Certificate (30 semester credit hours)

Southwestern Illinois College

- Network Design & Administration A.A.S. degree (64-69 semester credit hours)

Waubonsee Community College

- Massage Therapy A.A.S. degree (66.5 semester credit hours)

Item #11.7 - Illinois Community College Board Recognition of Community Colleges

The Illinois Community College Board hereby grants a status of “recognition continued” to the following districts:

Elgin Community College, District 509
Illinois Eastern Community Colleges, District 529
Kaskaskia College, District 501
Lake Land College, District 517
Parkland College, District 505
Carl Sandburg College, District 518
Sauk Valley Community College, District 506
South Suburban College of Cook County, District 510
Southwestern Illinois College, District 522

The motions were approved by unanimous voice vote.

Item #12 - Information Items

Item#12.1 - Report on Community College Programs and Services for Underrepresented Groups

This annual report highlights actions and initiatives in Illinois community colleges as they address the promotion of programs, services, and events to encourage diversity and foster knowledge of other cultures.

Item #12.2 - Fiscal Year 2002 Financial Statements

Financial Statements are provided to the Board for information.

Agenda Item #4.1
September 20, 2002

Item #12.3 - Illinois Community College Board Office Computer Acquisition Bid Process

Information is provided to the Board in regard to the acquisition of a new computer system for the ICCB office.

Item #12.4 - Proposed Illinois Community College Board Rules Concerning Lincoln's Challenge (Future Consideration)

These proposed rules clarify current rules in identifying the requirements that students must meet for scholarship eligibility and to more clearly define the roles and responsibilities of the colleges to receive reimbursements. Board action will be requested at a later date.

Item #13 - Advisory Organizations

Item #13.1 - Illinois Community College Trustees Association

Gary Davis reported that the trustees appreciate the opportunity to have worked with system colleagues in the recent legislative session. Dr. Davis commended the leadership provided by the ICCB and staff.

Dr. Davis also reported that the trustees are pleased that the capital appropriation was retained and the "30 years and out" for the community college system faculty which should enable stabilization. These bills are awaiting the Governor's signature. He also reported on other legislative issues that affect the Illinois Community College System.

A cooperative health insurance program was established for community college trustees and six colleges will participate this year.

Representative Rod Blagojevich will be a luncheon speaker at today's luncheon in the Ruby Dining room. The Representative is the Democrat candidate for governor this fall. Also appearing at noon today, will be Senator Carl Hawkinson who is the Republican's candidate for Lt. Governor.

The *State Report Card* will be the focus of a panel discussion on today's agenda of the Trustees Convention.

Jack Daley will serve as President of the Trustees Association for the coming year. Jack is a trustee at Moraine Valley Community College.

Item #13.2 - Presidents Council

Terry Ludwig commended Joseph Neely on his reappointment as ICCB Vice Chair.

Agenda Item #4.1
September 20, 2002

Discussion at the Presidents Council meeting on June 13 was as follows:

- A preliminary report was made on the Funding Study Committee co-chaired by Lin Warfel and Robert Luther. Members of the committee were commended.
- The presidents discussed achievements during the past year for student development and *Chicago Tribune* ads were reviewed.
- The Monetary Award Program and other ISAC issues were reviewed. A motion was passed encouraging ISAC to establish an advisory committee equally representing community colleges, public universities, and private colleges as they appeal for the funding.
- The fiscal year 2003 budget was discussed and the presidents commend the ICCB staff and the trustees for their efforts. The presidents voted unanimously to support the distribution of the \$5 million to restore base operating grants and equalization and put the rest back into special populations.
- In the curriculum and transfer area, tracking continues on nursing accreditation, the role of teacher preparation in community colleges, the part-time faculty issue, and dual credit. The presidents moved to support the initiative of the American Association of Community Colleges on nursing accreditation.
- New officers for the coming year are Dr. Michael Murphy, President (College of DuPage), Dr. Terry Ludwig, Vice President (Shawnee Community College), and Dr. Jon Astroth, Secretary/Treasurer (Heartland Community College). Dr. Gretchen Naff was commended for her leadership during this past year as president of the Council.
- Dr. John Neuhaus, Dr. Hans Andrews, and Dr. James Howard were honored on their retirements as community college presidents.
- The Presidents Council strongly supports accountability, but have concerns in regard to the IBHE's study on performance indicators.
- The Council will have a planning session this summer.

Item #13.3 - Illinois Community College Faculty Association

No report was given.

Item #13.4 - Student Advisory Committee

No report was given.

Mark Weber was introduced as the ICCB Student Member effective July 1, 2002.

Item #15 - Executive Session

At 11:00 a.m., Laura Godwin made a motion, which was seconded by James Berkel, to adjourn into Executive Session for the purpose of discussing staff personnel issues. The motion was approved by unanimous voice vote.

Agenda Item #4.1
September 20, 2002

At 11:23 a.m., the Board reconvened into open session.

Joseph Neely made the following motion, which was seconded by Laurna Godwin:

The Illinois Community College Board hereby moves that the grievance appeals of Carol Burnett and Barbara Risse be set for September 20, 2002, at 9:00 a.m. and 10:00 a.m. respectively, and that, in the interim, Schiff Hardin and Waite prepare guidelines for the conduct of such hearings.

The motion was approved by unanimous voice vote.

Item #16 - Adjournment

Edward Welk made a motion, which was seconded by Joseph Neely, to adjourn the meeting at 11:25 a.m. The motion was approved by unanimous voice vote.

Edward T. Duffy, Chair

Joseph J. Cipfl, President/CEO

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD
APPOINTMENTS TO THE JOINT EDUCATION COMMITTEE**

By statute, the Joint Education Committee is composed of two members each of the Illinois State Board of Education, Illinois Community College Board, Illinois Board of Higher Education, and the Human Resource Investment Council/Illinois Workforce Investment Board.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby reappoints Edward Duffy and Joseph Neely to represent the Illinois Community College Board on the Joint Education Committee. Inez Galvan and James Zerkle are hereby reappointed to serve as alternate Illinois Community College Board representatives.

BACKGROUND: Statute assigns the Joint Education Committee responsibility for “developing policy on matters of mutual concern to elementary, secondary, and higher education such as Career and Technical Education, Teacher Preparation and Certification, Educational Finance, Articulation between Elementary, Secondary and Higher Education, and Research and Planning.” Statute requires that it meet “at least quarterly.”

The Joint Education Committee serves as the state’s official P-16 Partnership governing body. The three constituent boards have endorsed the goals and directions the P-16 Partnership should take; and, the Joint Education Committee sets the state-level P-16 agenda and coordinates strategies for its implementation. The Joint Education Committee is the formal mechanism for recommending new or revised P-16 Partnership policies, goals, and directions to the individual boards when individual board action is needed. It also serves as the forum for developing consensus among agencies when disagreements arise.

Illinois Community College Board

NEW UNITS OF INSTRUCTION

The Illinois Community College Board is requested to approve new units of instruction for the following community colleges:

RECOMMENDED ACTION:

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

PERMANENT PROGRAM APPROVAL

College of Lake County

< Teaching English to Speakers of Other Languages Certificate (30 semester credit hours)

Illinois Central College

< Crime Scene Technology A.A.S. degree (64 semester credit hours)

< Crime Scene Technology Certificate (31 semester credit hours)

John Wood Community College

< Compressor Technology A.A.S. degree (64 semester credit hours)

Joliet Junior College

< Emergency Medical Services A.A.S. degree (66.5 semester credit hours)

Kankakee Community College

< Personalized Career Studies A.A.S. degree (64 semester credit hours)

Lake Land College

< Massage Therapy Certificate (35 semester credit hours)

Richland Community College

< Network Technician A.A.S. degree (65 semester credit hours)

< Network Hardware Specialist Certificate (42 semester credit hours)

< i-Net Prep Certificate (30 semester credit hours)

< Network Administration A.A.S. degree (65 semester credit hours)

< Network Administration Specialist Certificate (43 semester credit hours)

< eBusiness/eCommerce A.A.S. degree (65 semester credit hours)

< Web Technician Certificate (42 semester credit hours)

Agenda Item #4.3
September 20, 2002

Parkland College

- < Medical Assisting Certificate (36 semester credit hours)
- < Polysomnography Certificate (49.5 semester credit hours)

BACKGROUND

College of Lake County is seeking approval to offer a 30 semester credit hour certificate program in “Teaching English to Speakers of Other Languages”(TESOL). The program will serve as a professional development opportunity for current certified teachers to expand their knowledge into TESOL, as preparation for individuals to enter the field of TESOL as teacher aides, and as preparation for persons traveling or studying abroad who seek short-term employment as TESOL instructors. The curriculum consists of course work in principles and methods of teaching, educational psychology, linguistics, inter-cultural communication, grammar, phonetics and phonology for English language teachers, and a practicum in teaching English to speakers of other languages. Alternate labor market information provided by the college supports the interest in and need for teachers and teacher aides prepared for teaching English to speakers of other languages within the college district and surrounding area. The college anticipates an enrollment of 30 part-time students the first year, increasing to 30 full-time and 30 part-time students by the third year. The program will require one existing full-time faculty member the first year. The cost for implementing the program will be approximately \$32,500 the first year and \$32,000 the second and third years.

Illinois Central College is seeking approval to offer a 64 semester credit hour Associate of Applied Science (A.A.S.) degree program and a 31 semester credit hour certificate program in “Crime Scene Technology”. These programs will prepare individuals for employment as crime scene technicians and related personnel with law enforcement agencies. The certificate curriculum consists of course work in human anatomy and physiology, introductory and advanced investigations, criminal law, administration of justice, criminalistics, and an internship in crime scene technology. The certificate program will prepare students for entry-level employment as crime laboratory assistants and evidence custodians and provide existing law enforcement personnel a means for entering the profession of criminology. The degree curriculum builds on the certificate to include criminal psychology, concepts of the criminal justice system, six hours of criminal justice electives and general education studies. The curriculum is based on skill standards developed by the Illinois State Police for crime scene technicians and will prepare students for various certification exams offered through related professional organizations such as the International Association for Identification (IAI). Graduates of the A.A.S. degree program will be prepared for employment as crime scene technicians, crime lab technicians or criminalists. Course work in the degree program has also been designed to allow for easy transfer to baccalaureate institutions offering four-year degree programs in law enforcement or criminal justice. The college anticipates a combined enrollment of 12 full-time students and nine part-time students the first year, increasing to 24 full-time and 16 part-time students by the third year. Alternate labor market information provided by the college indicates an increased need for trained crime scene technicians and also indicates law enforcement agencies statewide are moving towards the use of non-sworn personnel for collecting evidence. The programs

Agenda Item #4.3
September 20, 2002

will require one new part-time faculty member and one half-time full-time existing faculty member the first year. Costs for implementing these programs will be approximately \$13,500 the first year, \$4,250 the second year, and \$3,250 the third year.

John Wood Community College is seeking approval to offer a 64 semester credit hour Associate of Applied Science degree program in “Compressor Technology”. The program will prepare individuals to maintain and repair compressors and related parts. The program was developed in cooperation with Gardner Denver Corporation and Coltec, a division of B.F. Goodrich Company. The curriculum consists of course work in blueprint reading, industrial and electrical safety, compressed air, air systems, various types of compressors including lubricated and oil-free rotary screw, air cooled, double-acting lubricated and oil-free reciprocating compressors, electrical compressor controls, electrical theory, customer interaction skills and two work-based learning experiences in compressor technology, and general education studies. The college anticipates an enrollment of 15 full-time students each year for the first three years. Alternate labor market information provided by the college indicates need and community support for a program in compressor technology. The college currently offers a related 20 semester credit hour certificate program in compressor technology. The program will require two new part-time faculty the first year. The cost for implementing this program will be approximately \$9,200 each year for the first three years.

Joliet Junior College is seeking approval to offer a 66.5 semester credit hour Associate of Applied Science degree program in “Emergency Medical Services”. The program will prepare individuals for employment as Emergency Medical Technologist (EMT)-Paramedics in a variety of settings including private ambulance services, fire services, hospitals and physician’s offices. The curriculum consists of course work in human anatomy and physiology, medical terminology, emergency medical technology-basic, intermediate and paramedic levels, pharmacology, psychology and a clinical field experience in addition to general education studies. The curriculum meets the standards outlined in the National Standard Curriculum for Paramedics as developed by the U.S. Department of Transportation-National Highway Traffic Safety Administration, a requirement of the Illinois Administrative Code. Development of these programs is in cooperation with Silver Cross Hospital and the Will/Grundy County Emergency Medical Services System. Once the program is completed, graduates will be eligible for licensure as EMT-Ps through the Illinois Department of Public Health. The college anticipates an enrollment of ten full-time and 20 part-time students the first year, increasing to 20 full-time and 30 part-time students by the third year. Labor market information provided by the college supports the need for skilled emergency medical technicians both district and statewide. The program will require two existing part-time faculty members the first year. No new costs will be incurred for the operation of this program during the first three years.

Kankakee Community College is seeking approval to offer a 64 semester credit hour Associate of Applied Science degree program in “Personalized Career Studies”. The program will allow individuals currently working in the fields of business and/or technology to pursue postsecondary education in an area specific to their personal needs and the needs of their employers. The program is designed to target emerging career areas that cross traditional training and educational boundaries.

Agenda Item #4.3
September 20, 2002

The curriculum will consist of a minimum number of general education requirements, a series of occupational courses directly related to the student's career goal(s), and a work-based learning experience. Course work will be jointly determined by the student, employer and college personnel to ensure the successful completion of the program and to ensure that the course work furthers the student's learning objectives. Students will be required to develop a personalized career work plan for meeting their education and career goals. This program was developed in response to local business and industry support for a two-year occupational degree program tailored to meet their needs across a range of employment fields. The college anticipates five full-time and five part-time students the first year increasing to ten full-time and ten part-time students by the third year. No new faculty are required and no new costs will be incurred for the implementation of this program.

Lake Land College is seeking approval to offer a 35 semester credit hour certificate program in "Massage Therapy". The program will prepare individuals for entry-level employment as massage therapists capable of working in a variety of settings including rehabilitation practices, physician and chiropractor offices, hospitals, long-term care facilities, health and fitness centers, salons and spas, cruise ships, hotels/motels and in private practice. The curriculum consists of course work in introductory and intermediate anatomy and physiology, pathology, professional ethics, massage therapy theory and practices, health and hygiene, small business management and a massage therapy clinical experience. The curriculum is based on the guidelines established by the Commission of Massage Therapy Accreditation (COMTA) and the National Certification Board for Massage Therapists and Bodyworkers (NCBMTB). Graduates of the program will meet the requirements for licensure as a massage therapist in the State of Illinois. LLC is currently in the planning stages for seeking program accreditation through COMTA. Full accreditation requires the program be in operation for two years and have graduated at least two classes of students. Once program accreditation is achieved, graduates are eligible to sit for the NCTMB (Nationally Certified in Therapeutic Massage and Bodywork) credentialing exam.

Labor market information provided by the college supports the need for massage therapists both district and statewide. The college anticipates an enrollment of 20 part-time students the first year increasing to 38 part-time students by the third year. The program will require two new part-time and two existing full-time faculty members the first year. The cost of the program will be approximately \$23,500 the first year, \$23,600 the second year, and \$24,500 the third year.

Richland Community College is seeking approval to offer several new programs in Information Technology. These programs focus on the areas of network technology, network administration, and eCommerce.

The college is proposing a 65 semester credit hour "Network Technician" Associate of Applied Science (A.A.S.) degree program and two related certificate programs: a 42 semester credit hour "Network Hardware Specialist" certificate, and a 30 semester credit hour "i-Net Preparation" certificate. These programs prepare individuals for employment in network installation, maintenance, troubleshooting and repair. The i-Net certificate program will prepare students for completing the CompTIA i-Net examination which serves as an entry-level credential for technical

Agenda Item #4.3
September 20, 2002

professionals responsible for the maintenance of Internet, Intranet, and Extranet infrastructure and services. This certificate ladders into the Network Hardware certificate program which prepares students for entry-level employment in network support responsible for the maintenance of network hardware and software, computer hardware and software, and local area networking (LAN) support. These certificates ladder into the Network Technician degree program which prepares students for hardware configuration and management of networks.

The college is also proposing a 65 semester credit hour "Network Administration" A.A.S. degree program and to related certificate programs: a 43 semester credit hour "Network Administration Specialist" certificate, and an 18 semester credit hour "Network+ Preparation" certificate. These programs prepare individuals for employment in network design, testing, evaluation and software configuration. The Network+ certificate program will prepare students for completing the CompTIA Network+ examination which serves as an entry-level credential for technical professionals responsible for the operation of a variety of network software products. This certificate ladders into the Network Administration certificate program which prepares students for entry-level employment in network design, testing, and evaluation. These certificates ladder into the Network Administration degree program which prepares students for advanced-level design, implementation and administration of networks in a business environment. The focus of this program is primarily on the software configuration and management of networks.

The college is also proposing a 65 semester credit hour "eBusiness/eCommerce" A.A.S. degree and two related certificate programs: a 42 semester credit hour "Web Technician" certificate and a 24 semester credit hour "e-Biz+ Preparation" certificate. These programs prepare individuals for developing web-based commerce applications and for managing the data associated with them. The degree program is designed to prepare students for developing web-based applications for organizations that conduct business via the Internet, or for organizations' internal intranet operations. The Web Tech certificate program ladders into the degree and will prepare students for entry-level employment as a web developer capable of managing and directing data as it is transmitted over local and wide area networks (LAN/WAN). The e+Biz certificate program ladders into both the Web Tech certificate and the eBusiness/eCommerce degree and prepares students for completing the CompTIA e-Biz+ examination which serves as an entry-level credential for technical and non-technical individuals working in an eBusiness environment.

The degree programs are structured around a common set of core courses, then branch out into specialization areas within information technology: network technology, network administration, or eCommerce. Technical core course work consists of business applications, introduction to information technology systems, programming logic, the internet and web applications, microcomputer hardware, technical support, systems analysis and design, business communications, business and professional speaking, technical math, and general education studies. A work-based learning seminar and practicum or a simulation and project are also common requirements of the A.A.S. degree programs. The curricula were developed according to the Northwest Center for Emerging Technologies (NWCET) and the IT Works national skill standards for the information technology industry. Certificate programs have been developed according to skill standards as they

Agenda Item #4.3
September 20, 2002

relate to various vendor certifications but prepare individuals for completing primarily Cisco, CompTIA and Microsoft credentialing exams.

The college anticipates an enrollment of 15 full-time and 15 part-time students the first year for the network technology and network administration programs, and 12 full-time and 10 part-time students the first year for the eBusiness/eCommerce program. Estimated enrollments for related certificate programs are included in this projection. Labor market information provided by the college supports the need for skilled information technology workers district-wide, statewide and nationally. Employment of information technology workers is expected to grow at a rate faster than the average for all occupations statewide through the year 2008. Locally, college survey results indicate that many workers, both unemployed and under-employed, are interested in training programs related to information technology fields. The programs will require one new full-time faculty member, five existing full-time faculty and 12 existing part-time faculty the first year. Costs for implementing these programs will be approximately \$44,000 the first year, and \$11,000 the second and third years.

Parkland College is seeking approval to offer a 36 semester credit hour certificate program in “Medical Assisting”. The program will prepare individuals for employment as medical assistants capable of performing both clinical and administrative duties. Clinical functions include taking vital signs, EKG’s, venipuncture, administration of medication, sterilizing instruments, and point of care testing. Administrative functions include medical records management, insurance billing, coding, and patient scheduling. The curriculum consists of course work in basic anatomy and physiology, medical terminology, point of care testing, aseptic techniques, computers in medical office management, medical assisting, healthcare provider CPR, and emergencies in the medical office, in addition to a required medical assisting practicum. This program incorporates the Illinois Occupational Skill Standards for the medical office cluster occupations and will prepare students for completing the Certified Medical Assistant and/or the Registered Medical Assistant exam offered through the American Medical Technologists. The college plans to seek program accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The college anticipates 15 part-time students the first year, increasing to 30 part-time students by the third year. Labor market information provided by the college supports the need for trained medical assistants statewide and within the district. The program will require three new part-time instructors the first year. Costs of implementing this program will be approximately \$4,100 the first year, \$19,600 the second year, and \$17,600 the third year.

Parkland College is also seeking approval to offer a 49.5 semester credit hour certificate program in “Polysomnography”. This program will prepare individuals for employment as polysomnographers who perform sleep evaluation tests in a clinical environment. The curriculum consists of course work in anatomy and physiology, fundamental and advanced polysomnography, sleep and sleep disorders, polysomnographic instrumentation, record scoring, case studies in sleep disorders, healthcare provider CPR, and emergencies in the medical office in addition to a required polysomnography practicum. The curriculum was developed according to the guidelines for polysomnography programs established by the Commission on Accreditation of Allied Health

Agenda Item #4.3
September 20, 2002

Education Programs (CAAHEP) - Joint Review Committee on Education in Electroneurodiagnostic Technology (JRCEET), and will prepare students for completing the Comprehensive Registry Examination (CRE) for polysomnographers. The college plans to seek program accreditation through CAAHEP-JRCEET. The college anticipates approximately eight full-time and four part-time enrollments the first year, increasing to 12 full-time and eight part-time enrollments by the third year. Labor market information provided by the college supports the need for a formal training program in polysomnography. The program will require one new part-time faculty member the first year. Costs of implementing this program will be approximately \$9,800 the first year, \$30,900 the second year, and \$32,000 the third year. Higher second and third year costs reflect the addition of one full-time faculty member.

TEMPORARY PROGRAM APPROVAL

The following colleges have submitted the appropriate materials to begin offering the Associate of Applied Science in Corrections degree program, recently approved on a temporary basis as a statewide model curriculum for a period of three years, beginning Fall 2002:

Danville Area Community College

< A.A.S. in Corrections: Parole Officer Option (65 semester credit hours)

John A. Logan College

< A.A.S. in Corrections: Correctional Officer/Youth Supervisor Option (64 semester credit hours)

< A.A.S. in Corrections: Parole Officer Option (65 semester credit hours)

Rend Lake College

< A.A.S. in Corrections: Correctional Officer/Youth Supervisor Option (64 semester credit hours)

< A.A.S. in Corrections: Parole Officer Option (65 semester credit hours)

Southeastern Illinois College

< A.A.S. in Corrections: Correctional Officer/Youth Supervisor Option (64 semester credit hours)

< A.A.S. in Corrections: Parole Officer Option (65 semester credit hours)

INFORMATION ITEM - BASIC CERTIFICATE APPROVAL

Following is a list of basic certificates that have been approved on behalf of the Illinois Community College Board by the President/CEO since the last Board meeting:

John Wood Community College

< Compressor Technology Certificate (20 semester credit hours)

Agenda Item #4.3
September 20, 2002

Joliet Junior College

- < Breads/Pies/Cakes Certificate (24 semester credit hours)
- < Cookies/Desserts/Chocolate Certificate (20 semester credit hours)
- < Petit Fours/French Pastry/Decorating Certificate (16 semester credit hours)

Richland Community College

- < Network+ Preparation Certificate (18 semester credit hours)
- < e-Biz+ Preparation Certificate (24 semester credit hours)

Spoon River College

- < Graphic Design Certificate (20 semester credit hours)
- < Computer Assisted Design Certificate (28 semester credit hours)

William Rainey Harper College

- EKG Technician Certificate (11 semester credit hours)

Illinois Community College Board

**COMMUNITY COLLEGE SYSTEM RESULTS REPORT
FISCAL YEAR 2002**

The Illinois Community College System Results Report for Fiscal Year 2002 is presented as an external attachment. It is the fourth annual report to the Illinois Board of Higher Education (IBHE) that summarizes actions taken or planned by Illinois community colleges in support of the statewide goals for higher education as identified in the IBHE's Illinois Commitment: Partnerships, Opportunities and Excellence.

The Illinois Community College System Results Report for Fiscal Year 2002 summarizes the efforts of Illinois community colleges during the past year in support of the the statewide goals for higher education as identified in the IBHE's Illinois Commitment. The statewide goals address economic growth, teaching and learning, affordability, access and diversity, high expectations and quality, and productivity and accountability. Several years ago the Illinois Community College Board adopted the *Promise for Illinois*, a strategic plan that outlines the role Illinois community colleges should play in building a strong future for the state and its residents. The *Promise* offers seven pledges that form a vision of how the colleges will serve Illinois and its citizens to provide: a competitive workforce, effective course transfer, expanded adult education and literacy programs, universal technology skills, high quality, affordable access, and ethical decision making. The individual college Results Reports continue to provide evidence that each institution is pursuing the statewide goals set forth in the Illinois Commitment in way that fit the particular needs of the district's citizens and that are consistent with the vision outlined in the Promise. Through the Results Report for fiscal year 2002, the colleges demonstrate both individual and collective accountability for progress toward the statewide goals for higher education in Illinois in a manner consistent with the unique contributions that community-based institutions can make to the state and its citizens.

In the Illinois Community College System Results Report for Fiscal Year 2002, information is provided for each of the six statewide goals identified in the *Illinois Commitment* that (1) relates the priorities and pledges that form the *Promise for Illinois* as well as individual college priorities to the goal, and (2) identifies common and individual college initiatives and actions and state-level initiatives that support the goal. Goal 4 also provides information on actions community colleges have taken in support of the recommendations in *Success for Today's Students*, a report of the Commission on Persistence and Degree Completion, and *Gateway to Success: Rethinking Access and Diversity for a New Century*, a report of the Committee on Access and Diversity. Many of the state-level initiatives support multiple goals. To reduce repetition, each initiative is included under the goal to which it is most directly applicable. In addition each college identified two best practices, one in the instructional or student services area, and one in the administrative or financial productivity area, that support one or more of the six statewide goals. Descriptions of the best practices are included in the Appendix. Also included is information regarding each college's choice for mission specific performance indicators. Progress in meeting their identified performance benchmarks will be included in future Results Report submissions. A table outlining each college's choice for indicators is included in the Appendix.

Summary and Conclusion

Illinois' 39 community college districts and one multi-community college center play a vital role in the state's educational and workforce preparation system by providing access to nearly one million students each year. Individually, the colleges provide programs and services tailored to meet the needs of their districts. Collectively, the colleges provide affordable access to a diverse student population through transfer and career and technical education programs, adult education and literacy programs, customized workforce training, and other programs and services that enrich the lives of Illinois' citizens. The Results Reports for fiscal year 2002 provided continuing evidence of the individual and collective accountability the colleges and the Illinois Community College Board demonstrate through their use of both human and fiscal resources to provide programs and services that support the statewide goals for higher education in a manner consistent with the vision of the *Promise for Illinois*. As the Illinois Community College System continues to work toward fulfilling the *Promise* in a time of scarce public resources, the challenge will be to do more with less. The colleges and the system remain committed to maintaining quality and accountability through increased efficiencies, partnerships, and innovative programs and services which will be documented in future Results.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

Illinois Community College Board hereby accepts and endorses the Results Report for Fiscal Year 2002 as the official submission by the Illinois Community College System to the Illinois Board of Higher Education.

Illinois Community College Board

**CERTIFICATION OF ELIGIBILITY FOR SPECIAL TAX LEVY
(CHAPTER 122, PARAGRAPH 3-14.3)**

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants in fiscal year 2002 or fiscal year 2003 to levy up to or at the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than that amount. The ICCB is required to certify the eligibility of districts to levy by November 1 of each year.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2002 or fiscal year 2003 and (2) had combined educational and operations and maintenance purposes tax rates less than 25.57 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.57 cents per \$100 of equalization assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act:

Black Hawk College
City Colleges of Chicago
Highland Community College
Illinois Central College
Illinois Eastern Community College
Illinois Valley Community College
Kankakee Community College
Kaskaskia College
Lake Land College
Lewis and Clark Community College
Moraine Valley Community College
Prairie State College
Rend Lake College
Richland Community College
Carl Sandburg College
South Suburban College
Southwestern Illinois College
Spoon River College
John Wood Community College

Agenda Item #4.5
September 20, 2002

BACKGROUND. Pursuant to Section 3-14.3 of the Public Community College Act, the following table identifies the eligible districts and the additional levy authority they have, should they choose to exercise it, along with an estimate of how much additional tax revenues will be available because of this additional levy authority.

District	Current Combined Maximum Authorized Operating Tax Rates	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	6.57¢	\$ 1,654,646
City Colleges of Chicago	22.50¢	3.07¢	\$ 12,406,515
Highland	25.00¢	.57¢	\$ 70,959
Illinois Central	25.00¢	.57¢	\$ 242,532
Illinois Eastern	25.00¢	.57¢	\$ 55,418
Illinois Valley	17.00¢	8.57¢	\$ 1,887,484
Kankakee	18.00¢	7.57¢	\$ 1,174,161
Kaskaskia	25.00¢	.57¢	\$ 48,861
Lake Land	18.00¢	7.57¢	\$ 1,404,982
Lewis and Clark	25.00¢	.57¢	\$ 120,867
Moraine Valley	22.50¢	3.07¢	\$ 2,064,165
Prairie State	23.54¢	2.03¢	\$ 494,477
Rend Lake	25.00¢	.57¢	\$ 31,002
Richland	25.31¢	.26¢	\$ 42,373
Sandburg	22.00¢	3.57¢	\$ 438,372
South Suburban	17.50¢	8.07¢	\$ 2,165,567
Southwestern	16.00¢	9.57¢	\$ 3,624,977
Spoon River	25.00¢	.57¢	\$ 33,742
John Wood	22.50¢	3.07¢	\$ 283,430
			\$ 28,241,530

Agenda Item #4.5
September 20, 2002

The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it. The following districts that are eligible for the special tax levy are also subject to tax cap legislation:

City Colleges of Chicago
Moraine Valley
Prairie State
South Suburban

Illinois Community College Board

PROPOSED
ILLINOIS COMMUNITY COLLEGE BOARD RULES
CONCERNING LINCOLN'S CHALLENGE SCHOLARSHIP PROGRAM
(Initial Approval)

The Lincoln's Challenge Scholarship Program helps students who have dropped out of high school to improve their likelihood of success by providing financial support for them to attend an Illinois community college after graduation from the Lincoln's Challenge program operated by the Illinois National Guard since July 1993. This program offers 16-18 year old young men and women the social and employment skills necessary to be contributing members of society and moves many of them to complete the GED. The Illinois Community College Board is a partner with the Lincoln's Challenge program through an annual appropriation that provides scholarships to its graduates. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by attending one of the 48 public community colleges in the state.

The proposed changes are needed to: (1) identify the requirements that students must meet for scholarship eligibility and (2) more clearly define the roles and responsibilities of the colleges to receive reimbursements. These rule changes were presented to address a shortfall in funding for this program and to facilitate decisions regarding student scholarships. Community colleges have been given the opportunity to review and provide comments on these changes. The following proposed rule modification was presented to the Board and the system in the June 14, 2002 ICCB agenda for review and comment. No opposition to the proposed change was received. The item is, therefore, presented for the Board's initial approval to be forwarded to the Joint Committee on Administrative Rules.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby adopts and initially approves the following amendments to the *Administrative Rules of the Illinois Community College Board* and authorizes its President/CEO to process these amendments in accordance with the Illinois Administrative Procedures Act.

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Lincoln's Challenge Scholarship Grants. The Lincoln's Challenge Program is administered by the Illinois Department of Military Affairs. Upon successful completion of that program, students qualify for a scholarship to a community college. The Lincoln's Challenge Scholarship Grant is a special appropriation received by the ICCB from the Governor and the General Assembly. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by attending one of the ~~48~~ **49** public community colleges in the State. The scholarship grants can be used to cover the cost of education that includes tuition, books, fees and required educational supplies.

Section 1501.520 Lincoln's Challenge Scholarship Grants

- a) Lincoln's Challenge Scholarship Grants shall be vouchered to community colleges.
- b) Students can qualify for their first Lincoln's Challenge Scholarship Grant if they meet the following criteria:
 - 1) Complete the Lincoln's Challenge program;
 - 2) Complete the GED;
 - 3) Enroll at one of the ~~48~~ **49** Illinois public community colleges in a certificate or degree program the next semester following graduation. (For example, the June Lincoln's Challenge graduates would have to enroll in college by the fall semester.) within one year after graduation from the Lincoln's Challenge Program;
 - 4) Carry an academic load of at least six credit hours in each fall and spring semester. term except the summer term Scholarships for the summer semester will not be awarded; and
 - 5) Present the "notification of award" letter signed by the President/CEO of the Illinois Community College Board to the community college at the time of registration.
- c) The scholarship amount will be awarded up to ~~is limited to~~ \$1,000 per student per semester; with the exception of the summer semester which is limited to \$500 per student.
- d) ~~The scholarship grants can be used~~ **The scholarship grants can be used shall be applied only to cover the cost of education which includes tuition, books, fees, and required educational supplies.**

Agenda Item #4.6
September 20, 2002

- e) The grant will only reimburse the college at the in-district tuition rate.
- f) In order to receive the reimbursement, colleges must submit **vouchers during the semester the student is enrolled or payment cannot be guaranteed. The following information must be submitted to the ICCB for each student:**
 - 1) Name;
 - 2) Social Security Number;
 - 3) Program of study;
 - 4) Course schedule (including credit hours);
 - 5) ~~Bill with costs~~ Costs broken out by tuition, fees, books, and required educational supplies; and
 - 6) ICCB initial or renewal approval letters. If a renewal, GPA and course completion from the previous semester is required ~~=if continuing students.~~
- g) In order to remain qualified for a Lincoln's Challenge Scholarship Grant, each student must:
 - 1) Submit GPA, course completion, and the letter of application to the Illinois Community College Board requesting continuation of the scholarship for the next semester. The letter must be postmarked by August 1 for application to the fall term; and January 1 for application to the spring term ~~and June 1 for application to the summer term.~~
 - 2) Comply with academic standards as defined by college policy. **Exceptions to this rule, such as extenuating circumstances, shall be documented by ICCB staff and college contacts. The first semester minimum grade point average may be waived as a determining factor of academic standards achievement if the student's academic advisor concludes that extenuating circumstances existed, and**
 - 3) Submit documentation showing successful completion of a minimum of 6 credit hours in the last semester and a GPA of 2.0 or higher ~~acceptable academic status and the number of credit hours completed during the last term of enrollment at the college.~~
- h) Students ~~may can~~ be awarded scholarship funds for four **successive** ~~semesters, years or a maximum of 64 credit hours (or more if completing an associate in applied science degree requiring additional credit hours)~~ to be used toward the completion of a degree or certificate program.
- i) The number of scholarships awarded each year is contingent upon the amount of funds appropriated. The scholarships cannot be guaranteed to students even if all criteria are met. The distribution of available funds between new and renewed scholarships will be determined by the Illinois Community College Board to maximize use of the funds.